

**PART I – THE SCHEDULE**

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**CONTRACT ADMINISTRATION DATA**

**G.1 Technical and Administrative Correspondence/Matters**

To promote timely and effective administration under this Contract, the Contractor shall be subject to the following procedures:

- (a) Technical and Administrative Correspondence/Matters. Technical and administrative correspondence (as used herein, excludes other correspondence described in Paragraph (b)) concerning performance of this contract shall be addressed to the Contracting Officer. The Contractor shall use the Contracting Officer as the focal point for all technical and administrative matters regarding this Contract. Administration includes the issuance of Work Authorization Directives (WADs) and modifications thereto. The Contracting Officer also has the authority to modify the estimated cost set forth in the Section B, Contract Clause, entitled, "Estimated Cost and Fee."
- (b) Other Correspondence. Other correspondence, including waivers, deviations, or modifications to the requirements, terms, or conditions of this Contract, shall be addressed to the Contracting Officer at the DOE Contracting Office.
- (c) DOE Contracting Office. The Contracting Officer's address is:  
  
Contracting Officer  
U.S. Department of Energy  
Yucca Mountain Site Characterization Office  
P. O. Box 30307  
North Las Vegas, NV 89036-0307
- (d) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Office of Patent Counsel, U.S. Department of Energy, Oakland Operations Office, 1333 Broadway, Oakland, CA 94612.
- (e) Subject Line(s). All correspondence shall contain a subject line commencing with the Contract Number, as illustrated below:

"SUBJECT: Contract No. DE-AC08-00NV12101 (insert subject topic after Contract Number. e.g., "Request for subcontract placement approval")."

## **G.2 CONTRACT ADMINISTRATION**

Contract Administration Office. The address for the Contracting Officer for administration is:

Contracting Officer  
U.S. Department of Energy  
Yucca Mountain Site Characterization Office  
P. O. Box 30307  
North Las Vegas, NV 89036-0307